District Test Coordinator's **To-Do List**

Prepare for AZELLA Placement testing, complete tasks in order:

❑ Finish School Year 2014-2015 activities:

    o Correct any records in the AZELLA Corrections application.

    o Identify reason(s) for any students not tested on the Reassessment in the new *LEA Reason for Lack of AZELLA Reassessment*. This application opens after July 1, 2015.

❑ Complete AZELLA Placement Test Training 2015-2016. Opens June 22, 2015. E-mail with information will be sent on June 19, 2015.

❑ Verify your [ADEConnect](#) account has access to AZELLA Correction/SDELL Reports. If you do not have access, contact your district's Entity Administrator for ADEConnect to have you in the role of **AZELLA District Test Coordinator.**

❑ Complete and submit the [AZELLA 2015-2016 Test Security Agreement for Superintendents and District Test Coordinators](#) form to AZELLA@azed.gov or fax to 602.542.5467 by July 22, 2015.

❑ Train staff on AZELLA Placement test procedures.

❑ Collect and store completed [AZELLA 2015-2016 Test Security Agreements for Staff.](#)

❑ Direct staff members to complete *[PearsonPerspective](#)* training for Kindergarten Placement Test and Stages II – V Writing Scorers.

❑ Revise users in *[PearsonAccess.](#)*

❑ If additional AZELLA Placement Test materials are needed.

    o Complete and submit AZELLA Placement Test Materials Worksheet to AZELLA@azed.gov .

    o Order additional materials (opens July 6, 2015).

❑ Get Organized.

    o Download and save:

        ▪ [AZELLA Test Important Dates 2015-2016](#)

        ▪ [Guide to Navigating and Using AZELLA Reports](#)

    o Bookmark frequently accessed web sites:

        ▪ AZELLA (http://www.azed.gov/assessment/azella/)

        ▪ ADEConnect (http://www.azed.gov/aelas/adeconnect/)

        ▪ Office of English Language Acquisition Office (OELAS) (http://www.azed.gov/english-language-learners/)

        ▪ Blackboard Learn (https://azed.blackboard.com/)

        ▪ PearsonAccess (http://www.pearsonaccess.com/cs/Satellite?pagename=Pearson/QuickLink/az)

        ▪ PearsonPerspective (https://perspective.pearsonaccess.com/perspective/appmanager/azella/educator)